

**Department of State of the Embassy of the United States in Bishkek, Kyrgyz Republic**  
**Notice of Funding Opportunity (NOFO)**  
**June-September 2023 round**

**Program Office:** Public Diplomacy Section, U.S. Embassy Bishkek

**Funding Opportunity Title:** Annual Program Statement for Public Diplomacy Cultural and Educational Programs (“Public Diplomacy Grants Program”)

**Announcement Type:** Grant **AND/OR** Cooperative Agreement

**Funding Opportunity Number:** STATE-BISHKEK-PDS-23-0007

**Deadline for Applications:** Accepting applications on a rolling basis until **August 17, 2023 at 11:59 PM Bishkek time.**

**CFDA Number:** 19.040 – Public Diplomacy Programs

**CONTACT INFORMATION**

- For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
- For assistance with the requirements of this solicitation, contact [BishkekProjectProposals@state.gov](mailto:BishkekProjectProposals@state.gov).
- To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA) contact Donald Hunter at [HunterDS@state.gov](mailto:HunterDS@state.gov).

In order to be eligible to receive an award under this NOFO, organizations must have a Unique Entity Identifier (UEI) number issued via [www.SAM.gov](http://www.SAM.gov) as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). **Please begin the registration processes immediately to ensure the registrations are completed well in advance of the submission deadline.** The process can require several **weeks** for the registrations to be validated and confirmed. See *Section D: Submission Requirements* for further details.

Due to the volume of applicants and inquiries, Public Diplomacy Section (PDS) **does not** accept letters of intent, concept papers, or requests for meetings or phone calls prior to application.

**It is the responsibility of the applicant to ensure that the application package has been received in its entirety. Incomplete applications will be considered ineligible.** Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

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## A. FUNDING OPPORTUNITY DESCRIPTION SUMMARY

### Executive Summary:

The U.S. Embassy Bishkek Public Diplomacy Section (PDS) of the U.S. Department of State is pleased to announce funding is available through the Embassy's Public Diplomacy Small Grants Program. Based on funding availability, projects awarded under This program will support **U.S. foreign policy goals in the Kyrgyz Republic in the areas of combating transnational threats, promoting sustainable economic growth, and accountable governance and stability in the Kyrgyz Republic.**

**Purpose of Public Diplomacy Grants:** The PDS invites proposals for programs that strengthen ties between the United States and the Kyrgyz Republic and support a priority program area (see below) in order to highlight shared values and promote bilateral cooperation. All proposed programs must include an American element, either through a connection with American expert/s, organization/s, or institution/s, usage of American educational/informational resources, or any other activities that promote or contribute to increased mutual understanding between the people of the United States and people of the Kyrgyz Republic. Competitive proposals will promote continued/sustainable cooperation between the people of the United States and the Kyrgyz Republic even after the project concludes.

**Special consideration will be given to proposals which include partnership with Kyrgyz governmental bodies, and to organizations that have a demonstrated track record of implementing these types of partnerships.**

PDS invites proposals for programs that support one of the following U.S. Embassy priority program areas:

### 1) Sustainable Economic Growth

Proposals should promote an inclusive creative economy built upon regional connectivity, enhanced human capital, clean energy, and sustainable development.

This goal could be advanced through lines of effort such as:

- Reducing barriers to economic participation, particularly among youth, women, and underserved groups.
- Promoting public advocacy for regulatory reform and business-friendly policies.
- Developing programs and tools for small and medium businesses to promote corporate social responsibility, innovation, adaptive technologies, rural economic development, economic diversification, social entrepreneurship, more inclusive and skilled workforce, women's and youth empowerment, access to finance.
- Building support for sustainable natural resource management and/or adoption of cleaner energy sources and technologies.
- Increasing regional trade and interconnectivity based on C5+1 platform.

Project Audience(s) may include:

- Young people (14-28 years old), women, and other underserved groups, especially Kyrgyz-speaking audiences.
- Small and medium business owners, entrepreneurs, social entrepreneurs, innovators, influencers, and mentors, especially Kyrgyz-speaking audiences.
- Business associations working on improving the business environment, consolidating advocacy efforts to improve the business environment, and promoting public-private partnerships (PPP).
- Civil society organizations (CSOs) working in such areas as women/youth empowerment and STEAM (Science, Technology, Engineering, Arts, and Mathematics); or
- Public- and private-sector stakeholders in the areas of energy, air quality, and environmental protection.

## **2) Accountable Governance and Stability**

Proposals should advance a more transparent, accountable, inclusive and democratic system of governance in the Kyrgyz Republic.

This goal could be advanced through lines of effort such as:

- Strengthen civil society and independent organization's ability to collaborate on key issues through new connections and relationships.
- Educating citizens on rights and protections and media literacy, contributing to increased community engagement, a culture of respect for rule of law and reduced corruption.
- Making collaboration between government bodies, civil society, and the private sector more effective, resulting in improved policy formation that is more responsive to citizen needs, more transparent implementation policies, and better-quality service delivery in equitable, transparent, and accountable way.

Project Audience(s) may include:

- Youth, and students of both public and private schools and universities, particularly in remote and rural areas.
- Minorities, people with disabilities, and other disadvantaged groups.
- Community leaders, decision makers, influencers, educators, innovators, particularly in remote and rural areas.
- Civil society organizations, and/or non-profit organizations.

## **3) English Language Programming**

Proposals should improve English language instruction, spoken language production, and written and oral comprehension in the Kyrgyz Republic, especially for those in the regions outside of the capital and residents of the “novostroika” marginalized communities of Bishkek.

This goal could be advanced through lines of effort such as:

- Increasing spoken English skills and improving classroom lesson delivery techniques of rural English teachers.
- Creating linkages between advanced students from private English language schools and lower-level students from under-resourced public schools, through tutoring and mentorship opportunities
- Developing improved English language learning methodologies and techniques to be used by public universities, secondary and primary school instructors.
- Training Kyrgyz tourism operators in intermediate English in order to expand their potential client base.

Project Audience(s) may include:

- Youth, and students of both public and private schools and universities, particularly in remote and rural areas.
- Minorities, people with disabilities, and other disadvantaged groups.
- English language educators particularly in remote and rural areas.
- Tourism operators and employees which cater to international tourists.
- Local government bodies and educational institutions.

#### **4) Climate Change Resilience and Environmental Protection**

Proposals should engage government, industry and/or local communities in developing strategies for mitigation of the effects of climate change, and in implementing locally driven projects which protect the environment.

This goal could be advanced through lines of effort such as:

- Creating community-based programs to conserve and facilitate the re-use of water.
- Promoting consumer adoption of housing insulation and energy savings methods which reduce the use of energy.
- Piloting recycling programs among youth populations, in order to advance environmental awareness and reduce waste.

Project Audience(s) may include:

- Youth, and students of both public and private schools and universities, particularly in remote and rural areas.
- Business and homeowners.

- Community leaders, decision makers, influencers, educators, innovators, particularly in remote and rural areas.
- Civil society organizations, and/or non-profit organizations.
- Local government bodies and educational institutions.

## 5) Combating Transnational Threats

Proposals should strengthen regional security and stability and combat transnational threats through engagement with diverse, targeted stakeholders on key issues like violent extremism, human trafficking, and emergency preparedness.

This goal could be advanced through lines of effort such as:

- Improving communication and coordination between civil society, local communities, and the Government of the Kyrgyz Republic to combat transnational threats and regional issues, such as radicalization and violent extremism, human trafficking, natural disasters, public health emergencies, and climate change impact.
- Developing skills that provide alternative opportunities to individuals who may be drawn to radicalization to increase their economic and societal integration within their communities.
- Increasing resilience of at-risk groups to the allure of extremist messages and recruitment attempts through messaging about the dangers of violent extremism.
- Raising awareness and resilience among vulnerable populations on human trafficking.
- Fostering dialogue among key stakeholders, including civil society, about preparedness for climate change related challenges.

Project Audience(s) may include:

- At-risk groups that include young people with limited educational and employment opportunities and other underserved and marginalized groups.
- Local community members and influencers, including local government officials and law enforcement personnel engaged in countering trafficking in persons (CTIP).
- Local and national government decision-making officials and government employees.
- Civil society organizations working in areas such as conflict prevention and resolution, peacebuilding, prevention of violent extremism, public health, and environmental issues especially in rural areas.

## B. FEDERAL AWARD INFORMATION

**Funding Mechanism Type:** Cooperative Agreement **AND/OR** Grant

**Estimated Award Ceiling:** \$80,000

**Estimated Award Floor:** \$5,000

**Length of Project Period:** 6-12 months

**Number of Awards Anticipated:** Up to 5 awards (Pending availability of funds)

**Anticipated Program Start Date:** September-October 2023

**This notice is subject to availability of funding.**

This program will be funded under the appropriate Public Diplomacy authorization. All programming is subject to the statutory limitations of the funding determined.

The average approved award range is between \$15,000 and \$25,000.

**Funding Mechanism Type:** Cooperative agreements are different from grants in that Embassy staff are more actively involved in the grant implementation. In case PDS determines a cooperative agreement is the most appropriate funding mechanism, the U.S. Embassy may be more actively involved in the project execution and anticipate having moderate to substantial involvement once the award has been made.

**Support for Diversity, Equity, Inclusion, and Accessibility (DEIA):** All programs should consider strategies for expanding the pool of individuals/organizations/beneficiaries to afford opportunities for as diverse and inclusive population as is feasible to bring diverse perspectives based on religion, sex, disability, race, ethnicity, sexual orientation, gender identity, gender expression, sex characteristics, national origin, and age to implementation of the program.

The Public Diplomacy Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

## **C. ELIGIBILITY INFORMATION**

The following organizations are eligible to apply:

- Kyrgyz Republic-registered:
  - Not-for-profit organizations,
  - Civil society/non-governmental organizations,
  - Think tanks,
  - Public and private not-for-profit educational institutions,
  - Individuals, and
- U.S. non-governmental organizations (NGOs), educational institutions, and individuals seeking funding *to support cultural and/or educational programs in the Kyrgyz Republic and partnering with Kyrgyz Republic-registered organizations*. Applications with no clear description of a Kyrgyz-Republic-registered partner and its role in the proposed project will be rejected during the pre-screening stage.

Organizations may sub-contract with other entities, but only one, non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the

responsibilities of each entity must be clearly defined in the proposal. **For-profit entities are not eligible for this funding opportunity.**

**Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.**

In order to be eligible to receive an award, all organizations must have a unique entity identifier, as well as a valid registration on [www.SAM.gov](http://www.SAM.gov).

Cost sharing or matching is not required for this funding opportunity.

Pre-award costs are not an allowable expense for this funding opportunity but may be considered on a case-by-case basis.

This program does not allow:

- Projects relating to partisan political activity.
- Charitable or development activities.
- Construction projects.
- Projects that support specific religious activities.
- Fund-raising campaigns.
- Lobbying for specific legislation or programs.
- Scientific research or surveys.
- Commercial projects.
- Projects intended primarily for the growth or institutional development of the organization.
- Projects that duplicate existing projects; or
- Illegal activities.

## **D. STATEMENT OF INTEREST SUBMISSION INFORMATION**

**Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.**

**Application Deadline:** All Statements of Interest are accepted on a rolling basis until **August 17, 2023 at 11:59 PM Bishkek time**. For any submissions by Grants.gov, PDS will utilize the time-stamp provided by Grants.gov to determine if an award is submitted on time. If organizations fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.



Every **Statement of Interest** must:

1. Clearly indicate the project goal to which it is being submitted for consideration.
2. Focus on the key audiences specified in the areas (i.e., women, youth, etc.), and note key geographic areas and other indicators of focus populations.
3. Clearly delineate how elements of the program will have a multiplier effect and be sustainable beyond the life of the grant.
4. Identify specific outcomes to be achieved by the end of the grant period.
5. Provide a plan for program outcomes, including social media outreach and monitoring, where applicable; and
6. Provide an approximate funding amount along with a short budget proposal.
7. Demonstrate at least one clear American element for inclusion withing the project's activities and implementation.

### **Content and Form of Statement of Interest Submission**

Please ensure:

1. The Statement of Interest clearly addresses the goals, audiences, and objectives of this notice. Applicants may choose to use the attached Statement of Interest template (Attachment 1) to submit their concept paper application.
2. All documents are in English.
3. All budgets are in U.S. dollars. Applicants may choose to use the Budget Proposal template in Attachment 1 to submit the short budget proposal.
4. All applicant authorized signatures are provided where indicated on the various, required forms.
5. **Statements of Interest, including the short budget proposal, cannot exceed three pages.**

All Statements of Interest should address the following areas:

1. Explain the problem your project will address and why this project is needed.
2. Give a short summary that outlines your proposed project.
3. List your project goal and objectives. The “goal” describes what the project is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
4. Describe a sample project activity and how it will help achieve the objectives.
5. Describe the expected results of the program.
6. Provide a short, but clear overview of expected costs/expenses associated with the project activities.

**Application Submission Process:** There are two application submissions methods available to applicants. Applicants may submit their application using Submission Method A or Submission Method B outlined below.

- **Submission Method A:** Submitting all application materials directly to the following email address: [BishkekProjectProposals@state.gov](mailto:BishkekProjectProposals@state.gov). Applicants opting to submit applications via email to [BishkekProjectProposals@state.gov](mailto:BishkekProjectProposals@state.gov) **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email. The PDS grants team will confirm receipt of an application via e-mail within 3 workdays.
- Submission Method B:** Submitting all application materials through Grants.gov. For those opting to apply through Grants.gov, thorough instructions on the application process are available at <http://www.grants.gov>. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 (U.S. toll-free number) or for international callers, 1-606-545-5035. Support may also be available at <https://www.grants.gov/support.html> or via email at [BishkekProjectProposals@state.gov](mailto:BishkekProjectProposals@state.gov) for technical assistance. Please note that Bishkek grants team [BishkekProjectProposals@state.gov](mailto:BishkekProjectProposals@state.gov) is unable to assist with technical questions or problems applicants experience with Grants.gov. Authorization to submit proposals through is a two-step process that requires prior successful registration with two separate sites: SAM.gov and Grants.gov. Please begin the registration processes immediately to ensure the registrations are completed well in advance of the submission deadline. The process can require up to six weeks for the registrations to be validated and confirmed. See *Section D: Statement of Interest Submission Information* for further details.

## E. TECHNICAL REQUIREMENTS FOR APPLICATION SUBMISSION: SECOND ROUND

U.S. Embassy Bishkek will review all **Statements of Interest** and invite shortlisted projects to submit full grant applications as below:

**Technical Requirements for the second round (if the applicant is shortlisted).**

***When submitting a proposal, applicants are required to include the following documents and information from Sections 1–6 below, as applicable:***

### **Section 1 – Required Registrations**

Applicants selected to submit full applications for the second round must begin registration in SAM.gov. **Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.** Until that process is complete, you will not be issued an award from the U.S. government.

Any applicant with an exclusion in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.”

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all

Federal awards. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI will be assigned when an organization registers or renews its registration in SAM.gov at [www.SAM.gov](http://www.SAM.gov). To access SAM.gov an organization is required to have a Login.gov account. Organizations can create an account at <https://login.gov/>. As a reminder, organizations need to renew its SAM.gov registration annually.

Applicants must acquire all required registrations and rights in the United States and the Kyrgyz Republic. All intellectual property considerations and rights must be fully met in the United States and the Kyrgyz Republic.

Any sub-recipient organization must also meet all the U.S. and the Kyrgyz Republic requirements described above.

Please note that individual applicants are not required to obtain a Unique Entity Identifier (UEI) and register in SAM.gov.

## **Section 2—Standard Form 424 Family**

### **For Organization Applicants:**

All submissions must include the SF-424 Application for Federal Assistance (Attachment 2a) and the SF-424A Budget Information—Non-Construction (Attachment 2b). These forms and the instructions for completing them are available at <http://www.grants.gov/web/grants/forms.html> under the heading “SF-424 Family.” NOTE: The SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019, and completed the online representations and certifications. An authorized signature by the applicant must be provided on this form.

Please note:

1. Other items NOT required/requested for submission, but which *may* be requested if your application is approved for funding include:
  - a. Copies of an organization or program audit within the last two (2) years
  - b. Copies of relevant human resources, financial, or procurement policies
  - c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization’s capacity to manage a federal grant award overseas.
2. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

### **For Individual Applicants:**

Standard 424 forms are available, along with guidance for completing these forms, at: <http://www.grants.gov/web/grants/forms.html> under the heading, “SF-424 Family.”

- a. SF-424I -Application for Federal Assistance – Individuals only (Attachment 2c)
- b. SF-424A (Budget Information for Non-Construction programs – organizations and individuals) (Attachment 2b)

### **Section 3—Organization Information**

**A. Applicant Organizational Information Sheet:** Applicants are encouraged to complete and submit the form provided (Attachment 3). While this form is not required, the information requested must be provided in some format. An authorized signature by the applicant should be provided on this form.

**B. Proof of Registration:** A copy of the organization’s registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. Kyrgyz Republic-based organizations should submit a copy of their certificate of registration from the Ministry of Justice of the Kyrgyz Republic.

### **Section 4—Technical Proposal**

Applicants must submit a complete narrative proposal that addresses the areas below. You may use your own proposal format, but the attached proposal template (Attachment 4) will ensure you provide all the necessary information. The proposal shall not exceed twelve (12) pages. Refer to the evaluation criteria in Part G below for further detail about what makes a strong proposal.

- Organizational Description and Capacity
- Project Justification, Sustainability, and Impact
- Project Goals, Audiences, Objectives, Activities, and Deliverables
- Implementation Timeline
- **Monitoring and Evaluation** (see note below)
  - A. Proposals must include a draft Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP). The M&E PMP should show how applicants intend to measure and demonstrate progress towards the project’s objectives and goals. Using the provided PMP template (Attachment 6), applicants should describe how they intend to monitor and evaluate the activities of their award and collect data that tracks award performance. The PMP should also contain If-Then statements to illustrate how project activities will lead to intended outcomes. In addition, the applicant must complete a short table outlining their proposed activities and chosen indicators. Please select indicators under your topic of

choice from the list of suggested indicators on the Standard Indicator Sheet (Attachment 7.)

- B. The selected applicant(s) will be required to obtain approval on their M&E PMP before an award is signed.

## **Section 5—Budget**

**A. Budget and Budget Detail:** Applicants must submit a detailed budget and budget narrative justification. Applicants are encouraged to utilize the template provided with the funding opportunity but are not required to do so (Attachment 5.) Line item expenditures should be listed in the greatest possible detail. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If your organization is charging an indirect cost rate, you must apply it to the modified total budget costs (MTDC); refer to 2 CFR 200.68. Budgets that are not in the provided format will not be considered. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.

**B. Audit Requirements:** Please note the audit requirements for Department of State awards in the Standard Terms and Conditions:

<https://www.state.gov/m/a/ope/index.htm> and 2 CFR 200, Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization’s established indirect costs in the award’s detailed budget.

**C. Visa Fees:** Include all visa application and related fees in your budget as applicable. Please note DS-2019s for post-funded programs must be submitted directly by the award recipient. If you anticipate your program will include the DS-2019 visa processing, your organization must be a registered Designated Sponsoring Organization. For more information go to: <https://j1visa.state.gov/sponsors/become-a-sponsor/>.

## **Section 6—Key Personnel and Project Partners**

**A. Key Personnel:** A résumé or curriculum vitae (CV), not to exceed one page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a one-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.

**B. Project Partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed

project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.

**C. Permission Letters:** Official permission letters, if required for project activities.

## **F. REVIEW AND SELECTION PROCESS**

**Acknowledgement of receipt.** Applicants will receive acknowledgment of receipt of their proposal.

**Review.** All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed, it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review the proposal and based upon the criteria noted in this NOFO.

**Follow up notification.** Applicants will generally be notified within 60 days after the NOFO deadline regarding the results of the review panel.

## **F. APPLICATION EVALUATION CRITERIA**

### **Round 1 - Statements of Interest will be evaluated based on the criteria listed below:**

**Criteria:** Each Statement of Interest application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. Note: see section “Round 2” for details on each criterion.

- **Project Planning/Ability to Achieve Objectives – 10 points**
- **Quality and Feasibility of the Program Idea – 10 points**
- **Budget – 5 points**
- **Organizational Capacity and Record on Previous Grants – 5 points**

### **Round 2 - Full proposals submitted for the Second Round will be evaluated based on the criteria below:**

**Criteria:** Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- **Quality and Feasibility of the Program Idea – 20 points:** The program idea should be innovative and well developed, with sufficient detail about how project activities will be

carried out. The proposals should demonstrate originality and outline clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined. *Proposals should also demonstrate how the program will support DEIA principles and engage underserved communities in their program administration, design, and implementation.*

- **Organizational Capacity and Record on Previous Grants – 10 points:**
  - o The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project.
  - o The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
  - o The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system and a bank account.
  - o Applicants who have received grant funds previously have been compliant with applicable rules and regulations.
  - o Where partners are described, the applicant details each partner's respective role and provides résumés or CVs for key persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate.
- **Project Planning/Ability to Achieve Objectives – 25 points:** The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.

A media or amplification plan (if appropriate) that shows how the organization will use social or traditional media or otherwise increase the number of people who gain exposure to the issue and knowledge of the activities beyond the core participants.

- **Budget – 15 points:** The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
- **Monitoring and Evaluation - 15 points:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The organization has clearly articulated how it will assess and measure its own performance throughout the project implementation phase using concrete quantitative and qualitative assessment tools. This will include a list of proposed project activities, corresponding milestone, output, and outcome indicators, a description of data collection methods, and a timeline for collecting such information. Expenses directly associated with monitoring and evaluation are considered allowable. The suggested

template includes a space to list the portion of the total budget amount directly associated with monitoring and evaluation activities.

- **Sustainability – 15 points:** The project proposal describes clearly the approach that will be used to ensure maximum sustainability or advancement of project goals after the end of project activity.

## **G. FEDERAL AWARD NOTICES**

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

The Federal government is not obligated to make any Federal award as a result of the announcement. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

### **Administrative and National Policy Requirements**

#### Terms and Conditions:

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)



In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

### **Diversity, Equity, Inclusion, and Accessibility**

The Bureau of South and Central Asian Affairs (SCA) prioritizes inclusive and integrated programs that address barriers to access for individuals and groups based on their religion, gender, disabilities, ethnicity, or sexual orientation and gender identity. In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals should demonstrate how the program will advance principles of Diversity, Equity, Inclusion, and Accessibility (DEIA) related to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and/or disability.

Proposals should demonstrate how addressing racial equity and/or the status of underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in the program's administration, design, and implementation phases.

### **Definitions:**

*Diversity:*

The term “diversity” means the practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of a community.

*Equity:*

The term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as ethnic minorities, and indigenous persons, members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

*Inclusion:*

The term “inclusion” means the recognition, appreciation, and use of the talents and skills of persons of all backgrounds.

*Accessibility:*

The term “accessibility” means the design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them.

*Underserved communities:*

The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.”

## **Reporting**

Recipients are required to submit quarterly program progress and financial reports throughout the project period. The quarterly progress report should include an up-to-date copy of the PMP datasheet. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

## **H. OTHER INFORMATION**

## Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the project activities.

Other Direct Costs: Describe other costs directly associated with the project, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained. Please note that award funds cannot be used for alcoholic beverages.

Indirect Costs: These are costs that cannot be linked directly to the project activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

"Cost Sharing" refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers' time and donated venues.

## Branding Requirements

As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Note: Exceptions to the branding requirement are allowable under certain

conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

### **Copyrights and Proprietary Information**

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.